

Phoenix Program
Process Definition – General Ledger

Process	<i>Non-reversing Journal</i>
Process Number	<i>GL – 006</i>

Description of Process

Enter a journal using Reversal option of “None.” The Reversal option is located on the Header Panel of the Journal Entry – Base Currency panel group. The reversal option of “None” assumes no automatic reversal of this entry and is the default.

Input to Process

Journal is written up, signed, assigned a number and approved. The journal is then entered into PeopleSoft.

Output of Process

Journal with a reversal option of “None” is ready to go through the Edit, Budget Checking, and Post processes in the nightly batch cycle.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Use	Journal Entry—Base Currency

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Business Process Description

Process Description	Responsibility (Agency/Centralized)
<u>Step 1: Create identifiers for the journal</u> Enter the Business Unit, the General Ledger Journal ID and the journal date for your particular journal. These three fields represent the key fields for all journals. The date will default to today's date, but can be modified as needed. Also, if you want to make an entry to a previous accounting period, you should use the last day of the period to which you want the journal to post.	Agency
<u>Step 2: Complete information on Header Panel</u> Select the appropriate source from the Source Field drop down box: MAN = Regular Journal GAP = GAAP Only Journal FED = FEDS Only Journal When selecting ACTUALS as your ledger group, the Auto Gen box will be checked and grayed. This means transactions will post to all ledgers in this ledger group. Your reversal option will default to "None".	Agency
<u>Step 3: Enter ChartField Information</u> On the Lines Panel you will enter all of your ChartField information. You will enter the Account, Fund, Organization, Program, Sub-Classification, Budget Year, Project/Grant, and Amount for each line in your journal. All fields are required.	Agency
<u>Step 4: Verify Totals</u> Even though you have not entered Control Totals for this journal, you should go to the Totals Panel and verify that you are in balance. All journals must balance debits and credits by Business Unit, Fund, and Program or the journals will not pass the Edit Process.	Agency
<u>Step 5: Correct any identified errors</u>	Agency
<u>Step 6: Save the journal</u> The journal is now ready to go through Edit, Budget Checking, and Post process in the nightly batch cycle.	Agency

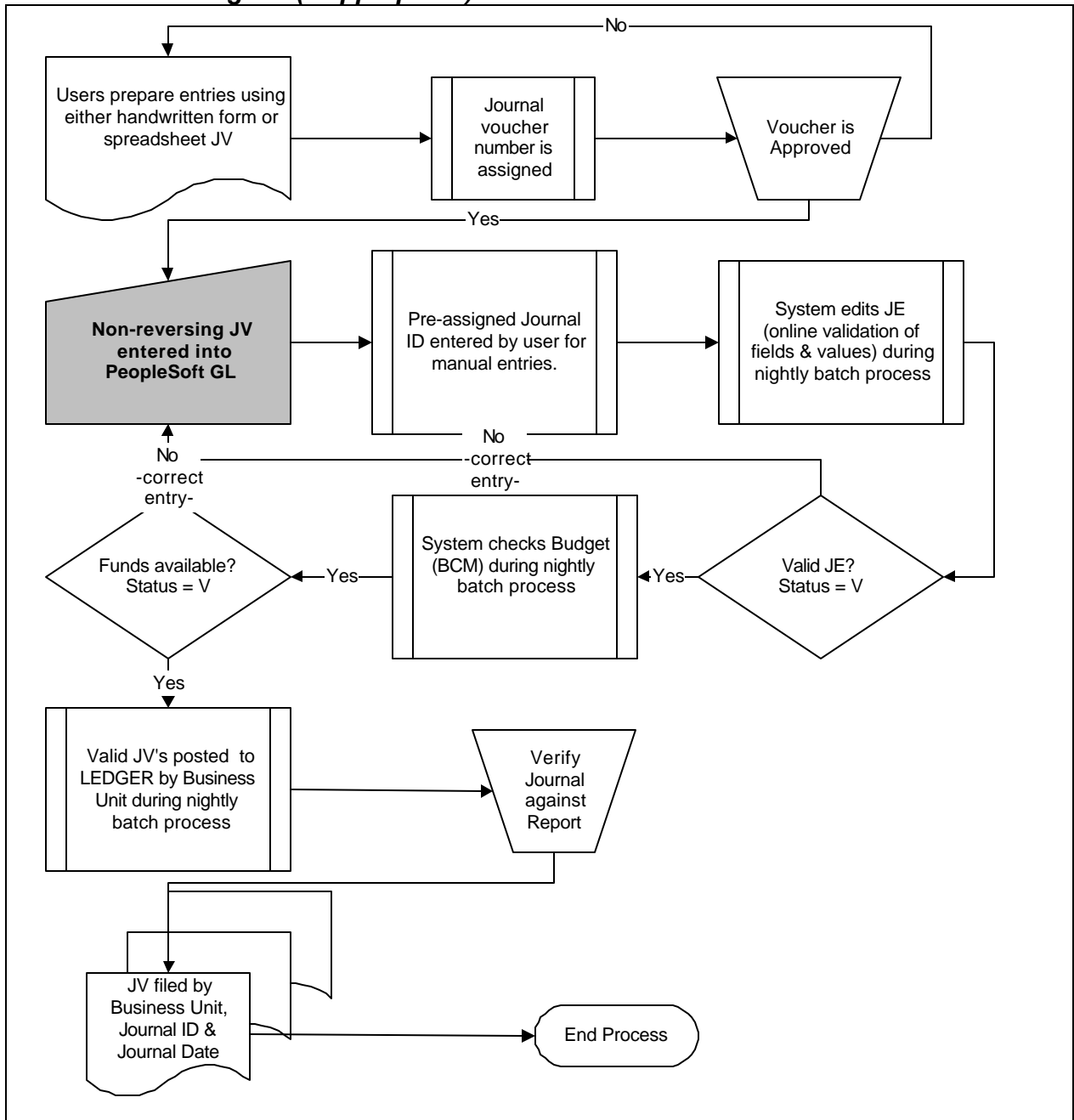
Forms Used with Process (#)

**Attach sample form(s) \\DOAS_COMMONS_01\VOL1\DATA\COMMONS\PDocs\Financials\GL-General Ledger\Business Process Flows\Journal Processing\JVENTRY.xls

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Process Flow Diagram (if appropriate):



Process Signoff

Tested By
Date Tested